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Personnel Separation  
Overseas Separations

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**\*This regulation supersedes USAREUR Regulation 635-150, 22 June 1993.**

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**Summary.** This regulation provides policy and procedures for overseas separations. It must be used with AR 600-8-24 and AR 635-200.

**Applicability.** This regulation applies to soldiers requesting overseas separation.

**Supplementation.** Commanders will not supplement this regulation without USAREUR G1 (AEAGA-MP) approval.

**Forms.** This regulation prescribes AE Form 635-200A. AE and higher-level forms are available through the Army in Europe Publishing System (AEPUBS).

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. File numbers and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

**Suggested Improvements.** The proponent of this regulation is the G1 (AEAGA-MP, DSN 370-8543). Users may suggest improvements to this regulation by sending DA Form 2028 to the G1 (AEAGA-MP), HQ USAREUR/7A, Unit 29351, APO AE 09014-9351.

**Distribution.** B (AEPUBS).

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CONTENTS

1. Purpose
2. References
3. Explanation of Abbreviations
4. Approving Authority
5. Passports
6. Individual Logistic Support

7. Pregnant Soldiers
8. Commander Responsibilities
9. Disapproval
10. Travel and Transportation Entitlements
11. Soldiers Retiring in Europe
12. Application Process
13. Notification Letters to Host-Nation Authorities

#### **Tables**

1. Overseas Documents
2. ILS Privileges

#### **Figure**

1. Sample Notification to the Alien-Control Authority
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### **1. PURPOSE**

This regulation prescribes policy and procedures for soldiers separating overseas.

### **2. REFERENCES**

#### **a. Publications.**

- (1) Joint Federal Travel Regulations, Volume I, (JFTR) Uniformed Service Members.
- (2) DOD Directive 1000.21, Passport and Passport Agent Services.
- (3) DOD 4500.54-G, Foreign Clearance Guide.
- (4) AR 600-8-14, Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel.
- (5) AR 600-8-24, Officer Transfers and Discharges.
- (6) AR 635-200, Enlisted Personnel.
- (7) USAREUR Regulation 600-700, Identification Cards and Individual Logistic Support.

#### **b. Forms.**

- (1) DD Form 2(RET), United States Uniformed Services Identification Card (Retired).
- (2) DD Form 1173, Uniformed Services Identification and Privilege Card or United States Uniformed Services Identification and Privilege Card.
- (3) DA Form 2028, Recommended Changes to Publications and Blank Forms.
- (4) DA Form 2339, Application for Voluntary Retirement.
- (5) AE Form 635-200A, Request for Overseas Separation.
- (6) USAFE Form 174, USAFE Privilege and Identification Card.

### **3. EXPLANATION OF ABBREVIATIONS**

|        |                                  |
|--------|----------------------------------|
| AEPUBS | Army in Europe Publishing System |
| AFPT   | Armed Forces Physical Training   |
| AR     | Army regulation                  |
| DOD    | Department of Defense            |
| EU     | European Union                   |

|           |   |
|-----------|---|
| GCMCA     | general court-martial convening authority                     |
| ILS       | individual logistic support                                   |
| JFTR      | Joint Federal Travel Regulations                              |
| NATO SOFA | North Atlantic Treaty Organization Status of Forces Agreement |
| POV       | privately owned vehicle                                       |
| U.S.      | United States   |
| UCMJ      | Uniform Code of Military Justice                              |
| USAFE     | United States Air Forces in Europe                            |
| USAREUR   | United States Army, Europe                                    |

#### 4. APPROVING AUTHORITY

The general court-martial convening authority (GCMCA) is the approval authority for overseas separations. The GCMCA may also delegate separation authority to other general officers in command or to special court-martial convening authorities who have a judge advocate or legal adviser available.

#### 5. PASSPORTS

a. Soldiers and accompanying family members must obtain a (blue) tourist-fee passport before applying for overseas separation. Table 1 provides information on required documents.

b. Passport applications should be submitted through the local military passport-issuing office 6 months before the anticipated date of separation or start of transition leave. This will ensure that U.S. State Department has enough time to process the application. Generally, European Union (EU) nations do not require U.S. citizens to obtain a visa if they plan to remain in country for less than 3 months. For detailed information, see the Foreign Clearance Guide (DOD 4500.54-G) at <http://www.fcg.pentagon.mil/fcg/fcg.htm>.

c. Soldiers and family members may possess both no-fee (Government-issued) and fee passports until actual separation. When they separate, soldiers and their family members must return their Government-issued no-fee passports. It is recommended, however, that servicing passport offices keep fee-passports until the no-fee passports are returned.

d. Soldiers and family members planning to remain in a country more than 3 months must obtain a host-nation residency permit unless they are married to an EU citizen. The local passport office will provide information on residency requirements.

e. Soldiers and family members are not required to obtain a work permit to separate overseas. They are, however, required to obtain a work permit to work overseas if the job does not provide status under the Status of Forces Agreement (SOFA).

f. Separating soldiers may have a SOFA stamp placed in their passports effective the day after separation when they or their spouses obtain employment or continue to be employed in positions that provide status under the SOFA.

| <b>Table 1<br/>Overseas Documents</b>   |                         |                      |                                  |                             |
|---|-------------------------|----------------------|----------------------------------|-----------------------------|
| <b>Country</b>  | <b>Tourist Passport</b> | <b>Visa (note 1)</b> | <b>Residency Permit (note 2)</b> | <b>Work Permit (note 3)</b> |
| Belgium   | Yes                     | No                   | Yes                              | Yes                         |
| Germany   | Yes                     | No                   | Yes                              | Yes                         |
| Italy   | Yes                     | No                   | Yes                              | Yes                         |
| Netherlands   | Yes                     | No                   | Yes                              | Yes                         |
| <b>NOTES:</b> 1. Visas are not required for stays of less than 90 days in the Schengen Group of countries (Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, and Sweden). For other countries, check with the U.S. embassy or consulate. Those who plan to stay or work in the country for 90 days or more must obtain a visa.<br>2. Residency permits are not required if the stay will be less than 3 months or if married to a citizen of the EU nation where residing.<br>3. Work permits are explained in paragraph 5e. |                         |                      |                                  |                             |

## 6. INDIVIDUAL LOGISTIC SUPPORT

a. Soldiers and family members lose individual logistic support (ILS) (for example, commissary, post exchange, vehicle registration, U.S. Forces privately owned vehicle (POV) license, housing, ration cards) on the day of separation unless the soldier or spouse becomes a member of the U.S. Forces in another status.

b. Separating individuals may not keep their U.S. Forces POV license or military drivers license after losing their NATO SOFA status. Separated individuals will need an international or host-nation license to continue driving.

c. Transportation and travel entitlements normally end on the 181st day after separation or relief from active duty or 1 year after the date of retirement. Soldiers should contact their local transportation office for exceptions or more information.

d. Post exchange and commissary privileges for retirees separating overseas are governed by agreements between the host country and the U.S. Government (table 2). Retirees who visit or live in foreign countries are subject to the laws and taxes prescribed by that country. Military facilities are not available to retired personnel in Austria, Denmark, Finland, France, Ireland, Luxembourg, Portugal, Scotland, Sweden, and Switzerland.

**Table 2**  
**ILS Privileges**

| <b>Country</b> | <b>Retired U.S. Military and Family Members Visiting From the United States</b> | <b>Retired U.S. Military and Family Members Residing in Specific Country</b> |
|----------------|---|--|
| Belgium        | No  | Yes ( <i>note 1</i> )  |
| Germany        | Yes ( <i>note 2</i> )   | Yes ( <i>note 2</i> )  |
| Greece         | No  | Yes ( <i>note 3</i> )  |
| Italy          | Yes ( <i>note 4</i> )   | Yes ( <i>note 4</i> )  |
| Netherlands    | No  | Yes  |
| Norway         | No  | Yes ( <i>note 5</i> )  |
| Saudi Arabia   | No  | No   |
| Spain          | No  | No   |
| Turkey         | No  | No   |
| United Kingdom | No  | Yes ( <i>note 6</i> )  |

**NOTES:** 1. Privileges may be granted on a case-by-case basis by the Commander, NATO/Shape Support Group, in coordination with the U.S. Ambassador to Belgium.

2. Must be a resident or visiting in Germany for 30 days or more. Rationed items may not be purchased. All purchases are subject to the fixed-rate, German customs tax. Entry to commissary and exchange facilities requires DD Form 2(RET) or DD Form 1173 and a German Customs Certificate. (USAREUR Reg 600-700, chap 15, provides more information.)

3. Must be a resident of Greece.

4. May purchase nonrationed items only.

5. Must be a resident of Norway. Rationed items may not be purchased. All purchases are subject to the fixed-rate, Norwegian customs tax. Access to the facilities requires a valid ID card and a Military Retirees Limited Privilege Card.

6. Must be a resident of the United Kingdom. Rationed items may not be purchased. All purchases are subject to the fixed-rate, British customs tax. Access to U.S. facilities requires USAFE Form 174.

## 7. PREGNANT SOLDIERS

Unmarried pregnant soldiers will not be separated overseas unless their home is in the country of separation (AR 635-200, para 8-8a) or unless they will revert to U.S. Government employee status.

## 8. COMMANDER RESPONSIBILITIES

Commanders will--

a. Carefully screen each application to ensure that only soldiers with good records are recommended for overseas separation.

b. Determine whether an applicant's past conduct indicates his or her continued presence in the host nation or near a military installation would be disruptive or pose a threat to security or force protection. This may include, but should not be limited to, checking--

- (1) Records of Uniform Code of Military Justice (UCMJ) or civilian court actions.
- (2) Reports of investigation.
- (3) Written statements or other credible evidence.
- (4) For loss of security clearance.

## **9. DISAPPROVAL**

**a. General.** Commanders may recommend disapproval of requests to separate overseas, but must provide a written justification when recommending disapproval. The following are examples of reasons for disapproving a request to separate overseas:

- (1) Alcohol abuse.
- (2) Consideration for separation under other-than-honorable conditions.
- (3) Conviction in a foreign or military court, court-martial, or judicial or nonjudicial punishment.
- (4) Family member misconduct.
- (5) Financial indebtedness or delinquency.
- (6) Force-protection risk.
- (7) Loss of security clearance.
- (8) Medical condition.
- (9) Mental or emotional instability.
- (10) Noncompliance with provisions of this regulation.
- (11) Possession, use, distribution, or manufacture of a controlled substance.
- (12) Presence of soldier would be disruptive.
- (13) Record of committing an offense involving moral turpitude.

**NOTE:** Disapproval of overseas separation does not preclude a soldier or family member from returning to the overseas area as a private citizen.

**b. Insufficient Grounds.** The following are examples of insufficient grounds for denying requests to separate overseas:

- (1) Not maintaining high standards of appearance or duty performance.
- (2) Overweight or Armed Forces Physical Training (AFPT) failure.
- (3) Minor traffic offenses.
- (4) Failure to be recommended for an award.

## 10. TRAVEL AND TRANSPORTATION ENTITLEMENTS

a. Travel and transportation entitlements are covered in the Joint Federal Travel Regulations (JFTR), chapter 5, and normally expire 180 days (6 months) after separation or release from active duty, or 12 months after retirement.

b. Extensions of travel and transportation allowances may be requested in writing. Requests must include an explanation of the circumstances justifying the extension and may be approved only when circumstances prevent the requester from using the allowance within the prescribed time. These requests will be approved for the shortest time appropriate under the circumstances. Extensions will not be granted only to accommodate personal preferences or convenience. Extensions also will not be granted if it extends travel and transportation allowances for more than 6 years from the date of--

(1) Separation, release from active duty, or retirement.

(2) Receipt by a soldier's family members of official notice that the soldier is dead, injured, missing, interned, or captured.

c. Extensions beyond 6 years may be approved only when a certified, ongoing medical condition prevents relocation of the soldier or family member.

## 11. SOLDIERS RETIRING IN EUROPE

a. Soldiers who request to retire in Europe must submit AE Form 635-200A through command channels to the approval authority (para 4). Soldiers will submit their applications not more than 6 months nor less than 2 months before their retirement date.

b. Retiring soldiers who stay in Germany more than 3 months must obtain a tourist passport, visa, and residency permit. They may also require a work permit (para 5e).

c. The retirement-approving authority will keep a copy of the approved AE Form 635-200A and DA Form 2339.

## 12. APPLICATION PROCESS

a. The servicing unit or battalion personnel administration center will--

(1) Prepare AE Form 635-200A.

(2) Send the form to the local military police office for a security check.

(3) Send a letter of notification to host-nation alien-control authorities for stays longer than 3 months. If host-nation authorities do not object to the soldier separating or if no reply is received after 30 days, the approval authority will presume host-nation authorities do not object to the overseas separation. Figure 1 is a sample letter of notification in German.

(4) Attach the completed security check to the application and send it through the chain of command to the approval authority.

(5) Provide a copy of the completed AE Form 635-200A to the servicing personnel detachment.

## 13. NOTIFICATION LETTERS TO HOST-NATION AUTHORITIES

a. If the requester plans to stay in the host nation for longer than 3 months or if the requester plans to work in a position not covered by the SOFA, the servicing administration center will send a letter of notification to the appropriate host-nation police authorities (in Germany, the *Landratsamt*, *Polizeidirektion*, or *Stadtverwaltung*). A copy of the letter will also be sent to the local alien-registration authorities (in Germany, *Ausländerbehörde*) responsible for the area where the applicant resides. The local military police or legal assistance office can provide addresses for these offices.

b. The notification letter to host-nation alien-control authorities is not required for separated soldiers who will retain SOFA privileges in another status (for example, family member, DA civilian employee) or who remain in country for less than 3 months and will not be working.

